

CRANSTON SCHOOL COMMITTEE MEETING

MONDAY, JANUARY 14, 2008

CRANSTON HIGH SCHOOL WEST AUDITORIUM

80 METROPOLITAN AVENUE

EXECUTIVE SESSION: 5:30 P.M.

PUBLIC SESSION: 7:00 P.M.

AGENDA

I. Call to Order – 5:30 p.m. – Convene to Executive Session pursuant to RI State Laws PL 42-46-5(a)(1) Personnel and PL 42-46-5(a)(2) Collective Bargaining and Litigation (Possible Litigation – Caruolo Action)

II. Executive Session

III. Call to Order – Public Session

IV. Roll Call / Quorum

V. Executive Session Minutes Sealed – January 14, 2008

**VI. Minutes of Previous Meetings Approved: December 6, 2007;
December 17, 2007**

VII. Public Acknowledgements / Communications

VIII. Chairperson Communications

IX. Superintendent Communications

X. School Committee Member Communications

XI. Public Hearing

a. Students (Agenda/Non-agenda Items)

b. Members of the Public (Agenda Matters Only)

XII. Consent Calendar / Consent Agenda

SPONSORED BY MR. STYCOS

NO. 08-1-1- RESOLVED, that School Committee Policy No. 4213, Non-Certified Supervisory and Confidential Employees, as amended, be approved for first reading.

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SPONSORED BY THE SCHOOL COMMITTEE AND ADMINISTRATION

NO. 08-1-2 – RESOLVED, that the 6th grade classes be housed in the elementary schools and that the middle school model will consist of

the 7th and 8th grades commencing with the 2008-2009 school year.

ADMINISTRATION

PERSONNEL

NO. 08-1-3 – RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the remainder of the 2007-2008 school year:

David Sylvestre, salary to be at the third step plus MAT at the prevailing salary schedule

Education – Rhode Island College, BA; Providence College, MAT

Experience – Woonsocket High School

Certification – Secondary Mathematics

Assignment – Cranston High School West, Mathematics, .7 FTE

Effective Date of Employment: January 14, 2008

Authorization – Replacement

Fiscal Note: 12611012 512100

NO. 08-1-4 - RESOLVED, that at the recommendation of the Superintendent, the following certified staff member be granted a leave of absence without compensation as provided in Article XIX, Section B3 of the Master Agreement between the Cranston School Committee and the Cranston Teachers' Alliance:

Deana Desjarlais, Teacher

Bain Middle School

Effective Dates: January 14, 2008 to September 2008

NO. 08-1-5 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Kimberly Slinko Secondary History

Cheryl Palombo Elementary/Middle Special Education

Nisha Hunt Early Childhood, PK-2

Mary Keenan Elementary

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Erik Sperl Music, K-12

Charles Kokolsky Guidance, K-12

Fatou Cissoko General Subject Matter, K-12

Sandra Cushman Secondary English

Justine Boisvert Physical Education, K-12

Leslie Trocchi Elementary/Middle Special Education

Nicholas Guadagno Physical Education, K-12

NO. 08-1-6 - RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:

Janet Salisbury, Teacher

Cranston High School West

Effective Date: December 21, 2007

Kathie Bouchard, Speech and Language Pathologist

Special Services

Effective Date: June 12, 2008

NO. 08-1-7 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following certified personnel be accepted:

Amy Lockwood, Teacher

Cranston High School East

Effective Date: January 3, 2008

NO. 08-1-8 – RESOLVED, that at the recommendation of the

Superintendent, the following individual be appointed as an athletic coach:

Christopher Tracy, Head Boys' Basketball, Park View Middle School

Step – 1

Class – D

Playing Competition – Cranston High School East

Experience – CYO Leagues

Certification – Rhode Island Coaches Certification; CPR/AED/First Aid Certified

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NO. 08-1-9 - RESOLVED, that at the recommendation of the Superintendent, the following individuals be appointed as volunteer coaches:

Rusty Calise Cranston High School West Wrestling

Michael Penza Cranston High School East Wrestling

N0. 08-1-10 – RESOLVED, that at the recommendation of the Superintendent, the resignation of the following coach be accepted:

Erin Miga, Head Boys' Volleyball Coach

Cranston High School East

Effective Date: January 7, 2008

NO. 08-1-11 - RESOLVED, that at the recommendation of the Superintendent, said non-certified personnel be recalled from layoff, and

Be it further RESOLVED that the Superintendent notify those individuals of the Committee's actions.

NO. 08-1-12 – RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee be appointed:

Paula Roberti, Secretary

Alternate Education Program

Effective Date of Employment: January 22, 2008

Authorization: Replacement

Fiscal Note: 16278715 515100

NO. 08-1-13 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:

TEACHER ASSISTANTS

Carol Grover

Sharon Picton

NO. 08-1-14 - RESOLVED, that at the recommendation of the Superintendent, the resignations of the following non-certified personnel be accepted:

John W. Kelly, Custodian

Plant

Effective Date: December 20, 2007

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Cheryl Palombo, Teacher Assistant

Garden City School

Effective Date: December 27, 2007

Barbara Forloney, CNA Instructor

Alternate Education Program

Effective Date: December 18, 2007

GRANTS

No. 08-1-15 - RESOLVED, that the Cranston Public Schools submit the following grants:

Donors Choose

Say “Cheese” for Comprehension \$ 549.00

Horton School

Listening to Enhance Learning \$ 416.00

Horton School

One, Two, Three Type with Me \$ 325.00

Western Hills Middle School

Concentration Station \$ 361.00

Peters School

Tufts University

Children in Balance \$300,000.00

All Cranston Public Schools Grades 1-3

BUSINESS

NO. 08-1-16 – RESOLVED, that the 2008-2009 Capital Budget, as recommended by the Superintendent, be approved.

CAPITAL BUDGET 2008-2009

BOND 04 – 25

Cranston High School West – Sprinklers \$2,400,000

Western Hills Middle School – Sprinklers

BOND 04 – 25

Cranston High School West – Bleachers \$ 150,000

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BOND 427/529

Park View – Renovate Library \$ 100,000

Renovate Science Rooms \$1,700,000

Bain / Park View / Western Hills

BOND 04 – 25

Relocate and renovate four (4) portable \$ 400,000

classrooms; 2 at Woodridge School and 2

at Arlington School

\$4,750,000

POLICY AND PROGRAM

NO. 08-1-17 - RESOLVED, that at the recommendation of the Superintendent, the following Field Trip of Long Duration be authorized:

Paula Titon, teacher at Cranston High School West, and twenty-four students to travel to Cambridge, Massachusetts from February 8, 2008 to February 10, 2008 to attend the BOSMUN (Boston Model UN VII.)

XIII. Action Calendar / Action Agenda

XIV. New Business

XV. Public Hearing on Non-agenda Items

XVI. Announcement of Future Meetings

XVII. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.

Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's web site at www.cpsed.net, Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight

hours (48) hours in advance of the meeting.

Notice Posted: January 10, 2008

NON-CERTIFIED PERSONNEL 4213

NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE POLICY

This document is designed to outline the policies, practices and procedures governing non-certified supervisory and confidential personnel, hereinafter referred to as employees. It is the employee's responsibility to make themselves familiar with the contents of this policy.

This policy is not an express or implied contract of employment. The Cranston School Committee reserves the right to change, modify or delete any provisions of this employee policy in accordance with its by-laws. Either the school department with school committee approval or the employee may terminate the employment relationships at any time with or without notice or cause. The Superintendent subject to the approval of the School Committee has the authority to enter into written agreements regarding the length of employment or grounds for termination.

Probationary Period

All new employees who fall within this job category are required to serve a probationary period of six months from their date of hire. This is designed to give the employee and supervisor a period of time to determine the potential for continuing employment with the school district.

Work Day

The normal work shift is eight and one-half (8 ½) hours, half an hour of which is an unpaid meal period. The employee is not eligible for overtime. Compensatory time or “Comp Time” programs are prohibited unless authorized by the Chief Operating Officer.

Performance Appraisals

Upon completion of the first year of employment and each year thereafter, the employee’s job performance will be formally evaluated by his\her supervisor. This appraisal will become a part of the permanent personnel record.

Merit Increases

Wage increases will be based upon the merit of the employee’s job

performance. A budgeted percentage will be recommended by the Superintendent and will be subject to the approval of the Cranston School Committee.

NON-CERTIFIED PERSONNEL 4213 Cont.d

**NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE
POLICY CONTINUED**

Resignation

If an employee wishes to leave the employ of the school district, a two week notice is required. Resignations should be submitted in writing to his\her supervisor indicating the anticipated termination date.

-Dismissal

Serious violations of school department policy will be cause for immediate discharge. Such violations include, but are not limited to; theft; dishonesty; insubordination; unauthorized absences; misuse of school department equipment; fighting; use or possession of illegal drugs, weapons or alcohol; breach of confidentiality.

Confidentiality

The employee may know or have access to confidential information. An employee is not to discuss confidential information with anyone including and not limited to fellow employees, family, or friends. The sharing of confidential information between employees as part of their professional responsibilities is exempt from this provision. Any violation of this provision will be grounds for disciplinary action up to and including termination.

Benefits Eligibility

To be eligible for benefits the employee must be employed in a regular full-time position.

Health Insurance

Recognizing the importance of comprehensive health and dental coverage, the Cranston School Department contributes the major portion of the cost of available insurance programs.

For the employee, the difference between the school department's contribution and the total premium cost will be deducted from his\her pay check. If the employee is required to make a premium contribution, he\she will be automatically enrolled in the district's pre-tax premium conversion plan, whereby the contribution is made before the payroll earnings are taxed. If the employee does not wish

to have this arrangement, he\she has thirty (30) days to contact The Department of Human Resources. The employee's cost sharing will be set by the School Committee at the beginning of each fiscal year.

NON-CERTIFIED PERSONNEL 4213 Cont.d.

NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE POLICY CONTINUED

COBRA

In compliance with federal law, an employee and their qualified beneficiaries covered under the school district's Group Health and Dental plans may elect to continue their coverage under the plan if their coverage ends due to certain events.

Worker's Compensation

The employee is covered by the school department's worker's compensation insurance. Payment of claim is calculated in accordance with applicable state laws. The employee is required to report an injury sustained on the job immediately to a supervisor. Failure to do so may jeopardize eligibility for the benefit. An incident

report form can be obtained from Human Resources.

Group Life Insurance

The Cranston School Department will provide free Group Life Insurance. The amount of life insurance is based on the schedule of benefits for the Group Life Plan. The employee may purchase additional coverage through payroll deductions.

Pension

The employee is required to participate in The Rhode Island State Employees pension system.

Tax Sheltered Annuity Program

An employee of the district is eligible to participate in one of the school department's several tax sheltered annuity programs.

Vacations, Holidays and Leaves

Employees are entitled to vacations, holidays and leaves as outlined below.

NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE POLICY

Vacations

An employee is entitled to:

Length of Completed Service	Vacation Days
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1 YEAR	5 DAYS
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5 YEARS	10 DAYS
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10 YEARS	15 DAYS
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20 YEARS	20 DAYS
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An employee, after one year of service, will receive one (1) recess period as well as their earned vacation days.

Holidays

An employee is immediately eligible for paid holiday time. The list of holidays will be issued at the beginning of the fiscal year.

Paid Time for Illness

An employee will receive one sick day per month during the first year of employment and, on every anniversary, will receive fifteen days for the coming year. Sick time should be used only for legitimate illness

of the employee or a member of the employee's immediate family (spouse, child, mother or father or other family members in the immediate household). Unused sick time will not accumulate. The employee may use up to three (3) sick days per year for personal business. Request for personal days should be scheduled at least seven (7) days in advance.

The employee will have a seventy-five (75) day long term ill bank which may be accessed after an employee has been out for five (5) consecutive work days or from the day of an inpatient hospitalization.

Any absence due to illness in excess of three (3) consecutive days will require a physician's note which will outline the reason for the illness, next evaluation and/or return date.

Leaves of Absence

The school district offers both paid and unpaid leaves of absence.

NON-CERTIFIED PERSONNEL 4213 Cont.d

**NON-CERTIFIED SUPERVISORY AND CONFIDENTIAL EMPLOYEE
POLICY**

Bereavement Days

This leave may be granted for a maximum of five (5) calendar days for the death in the immediate family (father, mother, sister, brother, son, daughter, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, or other family members in the immediate household).

In case of death of a grandfather, grandmother, grandson, granddaughter, a leave may be granted for three (3) calendar days.

In the case of death of relatives by marriage or blood relatives not listed above, a leave of the day of the funeral will be granted.

Jury Duty

Should the employee be called to serve on a jury during a scheduled work day, the school district will pay the regular wages for that day and the employee will be required to submit his\her compensation from the court system to the payroll department.

Military Reserve – If an employee is an active military reservist, and is required to serve two weeks active duty during the year, the employee will be eligible to receive the difference between his\her regular weekly pay and any weekly pay received from the Reserves. The employee will be required to produce a statement of earnings to the payroll department.

The employee may also qualify for the following unpaid leaves:

Military Duty – If the employee enlists or is drafted into any branch of the U.S. Armed Forces, the employee may return to the district without intervening employment or beyond the maximum limit prescribed by state or federal law.

Medical Leave – After completion of the employee's probationary period, an unpaid medical leave may be granted up to one (1) year. A physician's certificate must be submitted with the request for leave to Human Resources.

THIS POLICY APPLIES TO ALL EMPLOYEES HIRED AFTER 7/1/07.

Policy Adopted: August 20, 2007

Resolution No. 07-8-35

Policy Amended: CRANSTON PUBLIC SCHOOLS

Resolution No.: Cranston, Rhode Island